**ALL INDIA INSTITUTE OF SPEECH AND HEARING**

**MYSORE - 570 006**

**DEPARTMENT NAME: Library & Information Centre**

**PROCESS: Digital Repository Service**

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1. **Policy &Objective:** To make globally available the findings of research on Communication Disorders carried out at the institute and thereby avoiding duplication of research works.
2. **Scope:** Digitization of postgraduate, doctoral, postdoctoral and funded research works carried out at the institute, uploading them to digital library software and facilitate author, title, subject and keyword searching.
3. **Organization Chart and Roles &Responsibilities :**

 **SLIA:** Digitization of the research reports, uploading of reports to database and enabling

online searching.

 **LIO:** Overall coordination of the process.

1. **Abbreviations :**

|  |  |  |
| --- | --- | --- |
| **Sl No**  | **Abbreviation** | **Description** |
| 01 | LIO | Library and Information Officer  |
| 02 | SLIA | Senior Library and Information Assistant  |

1. **Definitions:**

**Web Portal:** A website that brings together information from diverse sources.

**Digital Library:** An organized collection of documents in electronic format**.**

1. **Resources and Infrastructure :**
2. Research reports, (b) Digital Library software, (c) Computer (d) Web Portal (e) Document Scanner
3. **Acceptance Criteria**

The reports must be on the research carried out at the institute.

1. **Process/Activity Flow chart**

|  |  |  |
| --- | --- | --- |
| **Input**  | **Process/Activity**  | **Output**  |
| a) Report of research carried out at the institute. | a) Accessioning of the reportb) Digitization of reportsb) Uploading on to the database of digital library softwarec) identification and assigning of metadatad) Enabling searching over web portal from across the world.  | Global access to the research reports  |

1. **Procedure :**

9.1. The LIO receives various types of print research reports from different departments.

9.2. The reports are taken to the library stock.

9.3. The reports are digitized by the SLIA with the help of library attendant.

9.4. The SLIA then identifies the metadata elements to be included with each report.

9.5. The reports are then uploaded on to the database of the digital library software and

 metadata tags are assigned.

9.6. Access to the digitized report is then enabled over the library web portal.

1. **Measures of Performance :**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl No**  | **Process measurement**  | **Data**  | **Frequency of review**  |
| 1. | Making global access to the research report within 10 days of receipt  |  |  |

1. **Reference :**

Q. Manual –

|  |  |  |
| --- | --- | --- |
| **S.No.** | **Document Description**  | **Doc reference**  |
| 01 | Digital Library Database |  |
| 02 | In-house Publication Accession register |  |